The DAC Digest
February 5, 2020

ACCOUNTABILITY UPDATES

Federal Accountability

Preliminary ESSA accountability reports were released to districts via SAFE in December. **Final public ESSA accountability reports are expected to be released in March.** We will continue to update you in the coming weeks with information about, and resources in support of, your continued improvement work, and in preparation for the public release of ESSA reports.

As a reminder, all schools and districts, whether they have a [preliminary identification](#) or not, are encouraged to develop or deepen their [continuous improvement](#) process, and take advantage of the statewide system of supports that DPI has developed with our regional partners over the past year. Many of the [continuous improvement supports](#) are offered to districts are free or low-cost.

You can also access our [federal accountability page](#) for more details on ESSA and contact OEA at oeamail@dpi.wi.gov.

Accountability Advisory Group

The Office of Educational Accountability at the Department of Public Instruction recently held a meeting of the Accountability Advisory Group to consult on technical issues related to school and district report cards. The Advisory Group, comprised of school (public and private), district, and CESA staff, met in person on January 30 to focus on data requirements in the report cards, reporting features to update, and possible changes to the Closing Gaps priority area. The group is scheduled to hold follow up virtual meetings in February to continue these discussions and advance this work.

If you have any questions about the Accountability Advisory Group or updates to the state accountability report cards, please reach out to us at reportcardhelp@dpi.wi.gov.

 ~OEA

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

OSA Office Hours Webinar

Thank you for joining the OSA Office Hours webinar on January 23. A video archive of the webinar will be provided and slides from the webinar are available now on the [DAC Resources and Trainings webpage](#).

~ OSA

Forward Exam

New:

Optional Add Accessibility Features Window Begins Monday, February 17
During the optional window, districts may use the Multiple Student Upload process to enter designated supports and accommodations for multiple students at one time into the DRC INSIGHT Portal (eDIRECT). This two week window is the only time this option is available. If you choose not to take advantage of the window you may still enter supports and accommodations into DRC INSIGHT Portal on an **individual student basis** as needed, beginning March 9. Instructions for both processes are available in the DRC INSIGHT Portal Guide.

Reminders:

DAC/SAC/DTC Optional Q&A Session - February 12 at 1:00pm
This optional Q&A session is an opportunity for DACs, SACs, and District Technology Coordinators (DTCs) to ask DPI and DRC staff questions about Forward Exam test set-up, administration, or technology that may have come up after reviewing the training videos or other resources. A link to the Zoom meeting is provided below. DTCs and DACs will also receive an email with a link to the Zoom meeting. Please share this information with your SACs and STCs. Optional Forward Exam Q&A Session Zoom link.

DRC INSIGHT Portal (eDIRECT) Guide
The DRC INSIGHT Portal (eDIRECT) is the secure data management portal that DACs and SACs use to manage student data, print test tickets, and monitor testing. The 2020 DRC INSIGHT Portal Guide is available on the Forward Exam Resources webpage.

Test Administration Manual
The 2020 Test Administration Manual is now available on the Forward Exam Resources webpage.

Online Tools Trainings and Item Samplers
The Online Tools Trainings and the Item Samplers are now available on the Forward Exam Resources webpage. Some updates this year include adding a sample TDA to the online ELA Item Sampler, adding a Session 3 to the Science OTT and Items Samplers, and adding new technology enhanced OTT Social Studies items.

Forward Exam Trainings
The Forward Exam trainings for DACs, SACs, and Test Administrators are now available on the Forward Exam Trainings webpage. There are three training presentations, each with information targeted to a specific audience:

- **DAC/SAC Training #1 - Updates/Changes** for the upcoming administration. This training is for DACs/SACs who have been through the full training and feel comfortable with the process enough to just receive updates.

- **DAC/SAC Training #2 - Full Training** for new DACs/SACs and any other DACs/SACs who would like a detailed refresher. This training covers all aspects of administration management of the Forward Exam from start to finish, including training, set-up, preparation, administration, reporting and any updates/changes.

- **Test Administration Training - Required Full Training** for all TAs. This training covers all the information TAs need to prepare for and administer the exam. DACs should ensure that all TAs view this training.

Dynamic Learning Maps (DLM)

New:

Important-Security Agreement and Training - All test administrators (anyone with a "teacher" role in Educator Portal) must complete the required training prior to administering the DLM assessment and the optional Instruction and Assessment Planner. The test Security Agreements must also be accepted and signed. Please double check on Educator Portal Abstract to make sure that the teacher has accepted the security agreement. Due to the way the agreement is on Educator Portal, it defaults to rejected, so if a teacher just clicks submit it will be on the rejected option.

- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately one hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete five required modules and quizzes (approximately three hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

Educator Portal - Please take a moment to go through your list of users in Educator Portal to ensure only educators who need access have access. We are trying to clean up reports and there are a large number of teachers who have not completed their accounts on Educator Portal and therefore show as pending. Once an account is set up, the teacher will receive an email with guidance to complete their set up in the portal. If the teacher does not complete the account set up, they will receive a new email reminding them to do so. You can complete the user set up process by going to user set up and resending the email to any teacher showing as pending.

Reminder:

DLM Uploads - Users, Enrollments, and Rosters

Districts should be uploading new users, enrollments (student data) and creating rosters. The [Data Management Manual](#) describes these processes. DLM created short tutorial videos found by topic on the [District Staff Training Resource](#) page.

- **Users** - All test administrators must have an Educator Portal account and be assigned the role of "teacher". This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
- **Enrollment -** Districts are required to load DLM student information into Educator Portal through either the manual process or by using the Enrollment Template found on the [DLM Website](#)**.**
- **Rosters -** Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math in grades 3-11, <u>Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10</u>. Please pay attention to the grades rostered in Science and Social Studies.
  - Rosters connect test administrators to students. Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
  - Students can only be placed on one roster per content area.

ACT High School Assessments
ACT with writing

New:

Emergency and Inclement Weather Policy

Please review, print, and share the emergency and inclement weather plans for the ACT. This plan provides instructions to schools on what to do if school is delayed or closed on test day due to weather or another emergency.

- [ACT Emergency and Inclement Weather Plan](#)

Reminders:

Materials Arriving Over the Next Two Weeks
- Materials for the initial test date (March 3 and the accommodations window) ship to schools this week or next depending on the date the School Test Coordinator chose in PAnext.
- To check in materials, follow the instructions in the Test Coordinator Information Manual.
- Schools must schedule a time for students to complete the non-test sections of the ACT answer document before test day.
- After receiving materials, run an Accommodations and Supports Roster in PAnext. This produces a list of students with approved accommodations and their required materials. (Instructions are on p. 17 of the PAnext User Guide for ACT.)
- If schools need more ACT materials, place an Additional Order in PAnext. (Instructions are on p. 13 of the PAnext User Guide for ACT.) Order one **Initial Standard Time Kit** per student.
- If you need more ACT accommodated materials, call ACT at 800-553-6244 x1788 to order.

Important Reminders About Test Materials
- Test books are specific to each test date. Do not hold on to test books from the initial test date to use for either the makeup or emergency dates.
- Athletic coaches and staff who have relatives testing on state test day should <u>not</u> have any access to secure materials prior to test day.
- ALL ACT-approved accommodations use accommodated materials and are specific to each window.
  - Extended time accommodations use accommodated materials.
  - Single day accommodated testing on March 3 uses accommodated materials.
- Use of incorrect materials is likely to result in an invalidated test due to misadministration.
- Answer documents should be kept and used for any test date.
- Test coordinators can track shipments in PAnext. See the PAnext User Guide for ACT (p. 14) for instructions.

Request for accommodation/ELL support reconsideration - Deadline extended to February 7
- The deadline to request reconsideration for any non-approved accommodation/ELL support requests has been modified. The new deadline to submit reconsideration requests is February 7.
- Log in to TAA to view status and decisions on accommodations/ELL support requests.
- If a request is not approved, you can submit additional documentation to support your request through **February 7.**
- In TAA, ACT includes notes about what documentation is needed to approve the request. Download the Decision Notification in TAA and read these notes so you can see what has been approved and where additional documentation is necessary.
- When adding your additional documentation to TAA, include the following in the "comments" area: "Wisconsin Reconsideration Extension per Mira Monroe".
- If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or actstateaccoms@act.org.

ACT Accommodations Late Consideration Window - Deadline February 28
- Late consideration of accommodations will be permitted through February 28 only for students who: (1) transfer to your school after January 17, (2) are newly classified as grade 11 after January 17, (3) have a sudden onset of a medical emergency after January 17, or (4) have been newly evaluated and diagnosed with a disability and started on new accommodations after January 17.
- You must include a completed Late Consideration Form with your request.
- If the student's former school submitted the accommodations request and it was approved, ACT will transfer the accommodations materials to your school's order once you add the student to PAnext.

What Do I Do For New Grade 11 Students Who Just Enrolled In My School?
- Follow the Enroll process found on p. 15 of the [PearsonAccessNext User Guide](#).
- You must add new students to PAnext so they have an ACT student number. You'll need to use the ACT student number on the student answer document.
- Since new students will have been added to PAnext after January 17, you will not receive barcodes for them and will need to either use overage materials or place an additional order for more materials.
- When a student doesn't have a barcode, the school must follow the instructions in the test administration manual on how to prepare an answer document without a barcode.

My Accommodated Materials Counts In PearsonAccessNext Are Incorrect For ACT. Why Is That?
- ACT accommodated materials counts will change as ACT reviews accommodations requests and applies TAA Pin numbers to PAnext for approved accommodations.

ACT Aspire Early High School
New:
Training Opportunities for ACT Aspire Administration
The spring 2020 Aspire assessments for grades 9 and 10 will use a new test administration portal called PearsonAccessNext (PAnext). In order to familiarize district and school assessment coordinators with PAnext for Aspire, ACT, Inc. is hosting several optional training opportunities, specifically for Wisconsin in the months of February and March. In the chart below you will find the date of the training, the format of the training, and which topics will be addressed. Please note that for the Interactive Question and Answer and Chat Hours, participants will have the opportunity to attend a hands-on session where they can use their computer, follow along with the presenter, walk through the steps themselves, and then ask questions at the end. While some topics may be a repeat, the interactive sessions take a deeper dive into the topics. Mark your calendar for these trainings and keep an eye open for an email from ACT with the registration links. If you are unable to attend, you can still register for the webinar and you will be sent a recording to view at your convenience.

Date	Time	Format	Topics
February 6	10:30-11:30am [Registration: Test Administration Part 1](#)	Question and Answer Webinar	• Overall testing process • Organizational file • Inviting Users • Student Registration Import • Personal Needs Profile (manual entry for paper accommodations) • Using Groups • Setting up Test Sessions
February 12	12:00-1:00 pm [Lunch Hour Chat](#)	Interactive Question and Answer and Chat Hour (Optional)	• Personal Needs Profile (manual entry for paper accommodations) • Using Groups • Setting up Test Sessions • Last 30 minutes open forum

February 20	10:30-11:30 am [Registration: Test Administration Part 2]	Question and Answer Webinar	• Personal Needs Profile and importing file • Receiving paper test materials • Preparing Test Sessions • Printing Authorization Tickets • Starting Test Sessions • Administering the Test • Post Test Clean Up
February 27	12:00-1:00 pm [Lunch Hour Chat]	Interactive Question and Answer and Chat Hour (Optional)	• Personal Needs Profile and importing file • Printing Authorization Tickets • Last 30 minutes open forum
March 11	12:00-1:00 pm [Lunch Hour Chat]	Chat Hour (Optional)	There will be no specific topics covered; forum will be open to all system related questions.
March 25	12:00-1:00 pm [Lunch Hour Chat]	Question and Answer and Chat Hour (Optional)	• Administering the Test • Post Test Clean Up • Last 30 minutes open forum

Grade 9 and 10 Roster Pull Scheduled for February 5
DPI will pull student data from WISEdata for grades 9 and 10 on February 5 and load it into the Aspire PearsonAccessNext portal for statewide testing. Student data should be available to view in the portal by February 10 .

Reminders:
Transition to PearsonAccess^next – New User Account
On January 13, District Assessment Coordinators should have received an email from PearsonAccessNext inviting them to access the new ACT Aspire portal. After logging into the portal, coordinators should provide access to other district and school users. The [PearsonAccessNext User Guide for ACT Aspire] provides instructions for granting access. The [User Role Matrix] can also assist in determining the appropriate role for other staff. *Note: This is a different platform from your grade 11 ACT statewide testing and displays the ACT Aspire logo, with a blue banner.*

To Do:
- Bookmark the PearsonAccess^next webpage for easy access in the future. It will be helpful to name it with ACT Aspire to keep the platform separate from ACT.
- Review the [PearsonAccessNext System Overview] to understand its basic functionality (*Note: Wisconsin has specific customization that differs from the slideshow, including: home page, test dates, and User Role Matrix).*

- On January 15, DACs received an invitation into the *Training* site - https://training.aspire.act.org, featuring a brown banner. The Training site can be used to run a mock administration or test your technical infrastructure.
- Bookmark the Wisconsin ACT State testing web page to refer to the many resources it offers. Review the ACT Aspire Schedule of Events. It lists activities to complete, who completes the activity, and important deadlines.

Free ACT Aspire Test Preparation Resources
Links to exemplar items for ACT Aspire can be found at the DPI ACT Aspire Practice Tests/Sample Items website.

Reading Readiness
Reminders:
Reading Readiness Reimbursement
DPI will soon be sending the reimbursement request form to each District Assessment Coordinator. This electronic form allows districts to identify the amount that they are seeking to be reimbursed for Reading Readiness expenses. The form asks districts to indicate the name of each screener utilized at each grade, the number of students screened and the amount requested for reimbursement. More information can be found at Reading Readiness Reimbursement.

Reading Readiness Results from Fall 2019
Fall 2019 PALS, MAP and Star Reading Readiness results are now available in WISEdash for Districts.

Districts that have not previously signed a data release will need to do so in order to have their data uploaded into WISEdash in the future. Information on data sharing agreements can be found at:
- PALS - https://dpi.wi.gov/assessment/reading-readiness/FAQ#data
- MAP - https://dpi.wi.gov/wisedash/districts/about-data/map
- Star - https://dpi.wi.gov/wisedash/districts/about-data/star

Reading Readiness Additional Information
More information can be found at Reading Readiness Information and Reading Readiness FAQ.

ACCESS for ELLs
Reminders:
All paper materials are due back to DRC by this Friday, February 7. If you haven't scheduled a UPS pickup for your remaining materials, this is the last day to do so.

The WIDA AMS portal will remain open through February 7 for any remaining administrative work that needs to be done, including updating student demographics, changing Do Not Score codes, filling out Materials Accountability Forms, etc.

National Assessment of Educational Progress (NAEP)
Selected schools only
Reminders:
Districts and schools were notified in May and June of selection to participate in NAEP Long Term Trend (LTT) assessments for the 2019-20 school year. As a reminder, NAEP LTT is the same assessment that has been conducted since the early 1970s; it was last administered in 2012. It is a paper-based assessment in Reading and Mathematics and yields national-level results. Students in specific age groups are sampled (as opposed to grade-based sampling used for other NAEP testing). Each age group has a different assessment window, so there are different deadlines and timeframes for tasks in each age group:

- Age 9 Schools**:**
  - **Between now and each school's test date:** School Coordinators will get phone calls from their NAEP field staff representatives and should be working on completing the remaining pre-assessment tasks on MyNAEP:
    - Review and verify the list of students selected for NAEP
    - Complete information about how students with disabilities and English Language Learners will participate in NAEP
    - Notify parents/guardians of sampled students
    - Plan assessment day logistics
    - Encourage participation and motivate students to do their best
  - **January 6 - March 13** test window; each school has one specific test date.

- Age 17 Schools**:**
  - **Between now and each school's test date:** School Coordinators will get phone calls from their NAEP field staff representatives and should be working on completing the remaining pre-assessment tasks on MyNAEP:
    - Review and verify the list of students selected for NAEP
    - Complete information about how students with disabilities and English Language Learners will participate in NAEP
    - Notify parents/guardians of sampled students
    - Plan assessment day logistics
    - Encourage participation and motivate students to do their best
  - **March 16 - May 22** test window: each school has one specific test date.

*Please contact Angela Dugas (angela.dugas@dpi.wi.gov) if you have any questions.

ELA Standards are Now Available for Public Comment

Wisconsin follows a specific process for reviewing and revising academic standards (visit https://dpi.wi.gov/standards to learn more about the process). *Wisconsin's Standards for English Language Arts* are currently under review and revision.

The revised draft of *Wisconsin's Standards for English Language Arts* is available for public comment. To view the draft and provide feedback, visit https://www.surveymonkey.com/r/eladraft. For those who prefer, feedback can also be provided in person at the following listening sessions:

- Oshkosh: February 10, 4-6pm, CESA 6 - 2300 State Road 44, Oshkosh, WI
- Madison: February 11, 4-6pm, Department of Public Instruction, Room P41 - 125 S. Webster St., Madison, WI

The draft is available for public comment through February 28.

In early March, the writing committee for English Language Arts, will review the feedback and revise the draft accordingly. Next, the Standards Council will make a recommendation to State Superintendent Stanford Taylor about adoption of the draft. The revised standards and related professional learning materials should be available by mid-summer 2020.

For more information about ELA in Wisconsin, visit https://dpi.wi.gov/ela. For more information about reading in Wisconsin, visit https://dpi.wi.gov/reading. Contact Barb Novak (barb.novak@dpi.wi.gov or 608-266-5181) with questions.

DAC DIGEST DIGESTIBLES

Important Dates to Remember

February	6: Aspire Test Administration Training	Aspire
	7: ACT Accommodation Reconsideration Deadline	ACT
	7: Deadline for DRC to receive materials	**ACCESS**
	12: Forward DAC/SAC/DTC Q&A webinar	Forward
	17-28: Optional window to add Accessibility Features	Forward
	28: ACT Accommodation Late Consideration Deadline	ACT
	28: Recommended Date for Moodle training to be complete	DLM
	28: First Contact Surveys and Personal Needs and Preferences Profile need to be completed	DLM
	28: Recommended deadline for security agreements and rosters to be completed	DLM
March	2: Pre-Reporting Data Validation Window Opens	ACCESS
	3: ACT Initial Administration Date	**ACT**
	9: Test setup window opens	Forward
	10: Pre-Reporting Data Validation Window Closes	ACCESS
	11: Forward DAC/SAC/DTC Q&A webinar	Forward
	13: NAEP age 9 test window closes	NAEP
	16: NAEP age 17 test window	NAEP
	17: ACT Makeup Administration Date	**ACT**
	23: Forward test window opens	**Forward**
	23: DLM test window opens	**DLM**
	31: ACT Emergency Administration Date	**ACT**
April	**6: ACT Aspire test window opens**	**ACT Aspire**
	24: ISRs and Data Downloads Available in WIDA AMS	ACCESS
	24: Post-Reporting Data Validation Opens	ACCESS

Important Tasks to Remember

❏ Bookmark and familiarize yourself with the DPI and ACT resources webpages	ACT and Aspire
❏ Ship paper materials back to DRC	ACCESS
❏ Double-check Accommodations and Do Not Score codes are accurate	ACCESS
❏ Plan for March Pre-Reporting Data Validation Window	ACCESS
❏ View DAC training presentation and Test Administration training presentation ❏ Collect signed confidentiality forms from all staff who will participate in any aspect of Forward testing	Forward

New Online Resource Highlights

As new resources are posted to our website, we will include them here for your convenience for two weeks. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
ACCESS for ELLs Checklist	Information on what needs to be done when to assist district planning	ACCESS